



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Waterways Regulation Program

BRP WW 12 Renewal of Simplified License

Instructions and Supporting Materials

An existing simplified license can only be renewed if the structure remains sound and conforms to plans attached to the original authorization. If the authorized structure or use has changed, an application for a new license is required. Please refer to the Pre-Application instructions and information if the structures require a new license.

1. Complete the Claim Authorization Process

[Chapter 91 Claim Authorization Instructions](#)

[Claim Authorization-EEA General Request](#)

And **review the Simplified License Conditions** to verify the structure(s) complies with the specifications and conditions for the Simplified License.

[Simplified License Conditions](#)

2. **Download the [Municipal Notification Template](#)** for the Renewal of a Simplified License, enter the project-specific information and save/print the document. Select a Notification Date that will provide sufficient time to send the notification to the municipal parties and the Waterways Program.
3. **Prepare plans** (if necessary) You may include a copy of the plan attached to the original simplified license that is being renewed. If the plan attached to the original simplified license is unavailable or unclear, a new plan may be submitted that is prepared in accordance with the Simplified License Plan Checklist and Template below.
4. **Complete Notification:**
 - a. Mail (or email) the Municipal Notification and project plans on or before the Notification Date to:
 - i. MassDEP Waterways Program (dep.waterways@mass.gov) or 100 Cambridge Street, Suite 900 Boston, MA 02114
 - ii. Municipal Official (Mayor and City Council or Select Board)
 - iii. Planning Board
 - iv. Conservation Commission

Failure to properly notify all parties could result in a process deficiency and a requirement to re-notify all parties. Please contact dep.waterways@mass.gov with any questions about this part of the process.

Do not initiate the online application until after 30 days from the Notification Date

5. **During the public comment period, prepare the necessary information for submittal of the online application**
 - a. Complete Occupation/Displacement fee calculation worksheet and save document
 - b. If applicable, prepare evidence of legal authority to submit an application for the project site in lieu of the property owner signature (e.g. easement, etc. – see note below for clarification)
Note: This is not applicable if you are a representative completing this form on behalf of the property owner; the property owner is required to sign the Proof of Signature application form unless they have legal evidence to apply as described above.
Please contact us with any questions about this document.
6. **After 30 days from the Notification initiate the online application process:** Complete the online form, upload the requisite documents, and pay the \$35 application fee
See below for details on how to properly register and/or identify the application parties and contributors in the ePLACE system
7. Upon payment, Waterways staff will review the application information and supporting documents and advise of any deficiencies.
8. After the preliminary review, a **“Proof of Signature” document will be emailed to you**, which will include signature pages for all persons required to execute the form. Once the form is fully executed, **upload the complete executed “Proof of Signature” to the online application.**



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9. Staff will contact you to advise of any outstanding information/items required to complete the process.

NOTE - Processing of the application will not commence until the fully executed Proof of Signature form, minimum required documents, and the \$35 application fee have been submitted.

How to properly register and/or identify the application parties and contributors in the ePLACE system:

“Permittee” is the individual, or individual authorized by a company/organization submitting the application and the authorization will be issued in their name (previously referred to as the “Applicant” in Chapter 91 forms).

If you are the Permittee you may click on “Add New” button and select the checkbox on the “Use Login Information” and click “Continue”.

If you are a consultant, engineer, attorney, or other representative who is preparing the application on behalf of the Permittee you are an “Application Contact”. *Do not enter your name or contact information in the fields for the Permittee.*

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click “Add New” button and enter the Permittee information on their behalf.
- If there are multiple Permittees please enter information for one primary Permittee here and any additional Permittees in the “Application Contact” field.

An application will not be processed without valid contact information for the Permittee that includes their mailing address and phone number or email address.

An “Application Contact” is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.

- If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Contact.
- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click “Add New” button and enter their Contact information.

Note – If a Contact who will be submitting information in the online application process has not yet created an account, click on “save and resume later” button, advise the Contact to create an account in the EEA ePLACE Portal, and then resume the application and “Look Up” that person.

For technical assistance regarding online filing, contact the ePLACE Help Desk Team at 1-844-733-7522 or ePLACE_helpdesk@mass.gov.

To see a copy of your application after submittal, go to:
<https://eeaonline.eea.state.ma.us/EEA/PublicApp>



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Simplified License Plan Checklist

Prepare project plan drawings using the Sample Plan as a guide

Plan drawings should be prepared with the following minimum information and in the format described below:

Formatting

- ☐ Drawings must be prepared on the 8.5 X 11-inch paper.
- ☐ Provide a 1-inch margin at the top edge of each drawing for purposes of reproduction and binding. A ½-inch margin is required for the three other edges.
- ☐ Prepare the title blocks as indicated on the Example Plan, including: abutters names with corresponding numbers on the Plan, the project and location, the name of the waterway, the name of the applicant, the number of the sheet and the total number of sheets in the set, the date the drawing was prepared, and the Registry Statement (as may be modified in accordance with Registry requirements).
- ☐ North Arrow
- ☐ Locus Map shall depict the subject property in relation to the surrounding area. This may be prepared as illustrated on the Sample plan, in the upper right-hand corner
- ☐ Scale – All drawings shall be in a suitable scale (e.g. 1 inch = 40 feet) and the scale should be indicated on each sheet of the plan.

Plan View

- ☐ Property Details – Illustrate as much of the subject property as possible, including the property lines, any residence, adjacent streets, and the tax assessor's information (map number).
- ☐ Mean high and low water lines – The mean high water (MHW) and mean low water (MLW) lines must be clearly delineated. In inland waters, such as Great Ponds and non-tidal waterways, the ordinary high and low water lines (OHW and OLW) should be used. Color and shading cannot be used; use dashed or dotted lines or crosshatching where necessary. (See definitions of "High Water Mark" and "Low Water Mark" at 310 CMR 9.02, c.91 Regulations).
- ☐ Structures/Pre-1984 Fill – All structures/Pre-1984 Fill to be licensed must be clearly depicted (including the size and number of any support piles, pipes, bottom anchors, etc.), accompanied by dimensions of the structure as measured from the High Water Mark. Linear distances must be provided from the structure(s) to each adjacent property line as measured along the waterway.
- ☐ Public Access – Identify public access location as required by the General License.

Profile View

- ☐ The submerged bottom and bank profiles should be delineated as accurately as possible.
- ☐ Mean high water (MHW) and mean low water (MLW) lines (or OHW/OLW) must be illustrated.
- ☐ The elevation of MHW, MLW, the submerged bottom, and all structures may be given relative to any standard datum (e.g. MLW/OLW, NAVD, etc.).
- ☐ Licensed activities – All structures to be licensed must be clearly depicted. Details of any structures not indicated in the Plan View (dimensions of piles, etc.) must be provided with the Profile View.
- ☐ Title Blocks – the lower middle and right-hand blocks shall be prepared as indicated on the Sample Plan.



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<p>LICENSE NO. Approved by Department of Environmental Protection Date:</p>		<p>Quaboag Lake</p> <p>LOCUS MAP</p>
<p>Quaboag Rd.</p> <p>Residence</p> <p>①</p> <p>②</p> <p>24'</p> <p>22'</p> <p>36'</p> <p>4'</p> <p>33'</p> <p>10'</p> <p>28'</p> <p>public lateral accessway along shoreline with step-over pier</p> <p>Quaboag Lake</p> <p>PLAN VIEW scale: 1" = 30'</p>		
<p>45'</p> <p>9'</p> <p>4'</p> <p>O.H.W.</p> <p>2.0'</p> <p>8" dia. piles</p> <p>Existing Bottom</p> <p>PROFILE VIEW scale: 1" = 10'</p>		
<p>PURPOSE: SIMPLIFIED LICENSING BY/ON BEHALF OF: ADJACENT PROPERTY OWNERS: 1 Tom & Anne Wilson 2 Peter & Tracy Hynes</p>	<p>PLAN ACCOMPANYING PETITION OF: Ms. BETTY COWEN 0 QUABOAG ROAD BROOKFIELD, MA</p>	<p>proposed pier in Quaboag Lake at Brookfield COUNTY OF Worcester STATE MA APPLICATION BY B. Cowen SHEET 1 OF 1 DATE 1-1-97</p>



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License No.

Approved by Department of Environmental Protection
Date:

Purpose: Simplified Licensing

Abutting Property Owners:

1. _____

2. _____

Plan accompanying petition of:

Project Description:

In _____

At: _____

County of:

State:

By applicant _____

date: _____ sheet: ____ of ____